📒 Week 5 Mentor Meeting

📅 Date

Wed, 27 March 2024

12.30pm - 13.00pm

👥 Participants

- Yujun Yan (mentor)
- Our team (Team Wombat)

🥅 Goals

- To refine user stories by adding acceptance criteria, invite the mentor to Trello and share the prototype link, plan for a sprint review with the client, discuss the technical table permission, and go through client requirements in detail.

🗣 Discussion topics

Item	Presenter	Notes

Refinement of User Stories	• Yujun Yan	• The mentor emphasized the importance of including acceptance criteria in our user stories to clarify what is expected for each story to be considered complete. This addition will help both the development team and the client to have a clear understanding of when a user story meets all necessary requirements.
Trello and Prototype Access	Yujun Yan	• The mentor requested access to the project's Trello board to stay updated on the project's progress and to provide timely feedback. Additionally, the mentor asked to be provided with the link to the current version of the prototype to review the team's design and functionality decisions.
Planning for Sprint Review with the Client	Yujun Yan	• **Details:** The mentor advised the team to schedule a sprint review meeting with the client as soon as possible. This meeting will be an opportunity to present the work completed during the sprint, gather feedback, and discuss the next steps.
Screen Sharing and Prototype Demonstration	Yujun Yan	• **Details:** For the upcoming client meeting, the mentor recommended preparing to share the screen to demonstrate the prototype's workflow. This live demonstration will allow the client to see the prototype in action and provide immediate feedback on its usability and design.
Technical Table Permission	Yujun Yan	The mentor highlighted the need to promptly consult for permission related to the technical table. Ensuring we have all necessary permissions will avoid potential roadblocks and ensure compliance with technical and legal requirements.
Detailed Discussion on Client Requirements	Yujun Yan	The meeting concluded with a thorough discussion on the client's recent requirements and feedback. The team analyzed each point to ensure a clear understanding and alignment with the project's goals.

✅ Planned Actions and Next Steps

- ☑ **Update User Stories:** Revise user stories to include clear acceptance criteria for each story.
- ☑ **Invite Mentor to Trello:** Provide the mentor with access to the Trello board and share the prototype link for review.
- ☑ **Schedule Sprint Review:** Coordinate with the client to set a date for the sprint review meeting.
- ☑ **Prepare for Prototype Demonstration:** Organize a dry run of the prototype demonstration, ensuring all team members are familiar with the workflow and ready to present.
- ☑ **Consult for Technical Table Permission:** Take the necessary steps to secure permission for the technical table as advised by the mentor.
- ☑ **Refine Understanding of Client Requirements:** Ensure all team members have a clear understanding of the client's recent requirements and plan for their implementation.

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⤴ Additional Considerations

> ⌄ Click here to expand...The complexity of the project was acknowledged, with an emphasis on a collaborative and iterative approach to development. The importance of a flexible system that could adapt to future needs and potentially integrate with broader university systems was highlighted.

- **Effective Communication:** The mentor stressed the importance of clear and effective communication with both the mentor and the client, especially during sprint reviews and feedback sessions.
- **Attention to Detail:** Paying close attention to the client's requirements and feedback is crucial for the project's success. Thorough discussions and clarifications are necessary to ensure alignment with the project goals.